

Saintfield Parish  
NIC 101048



Procedures

of

Saintfield Parish Church Hall

March 2024

# WELCOME

We are very pleased that you wish to use our hall complex for your activities, and we believe these procedures allow everyone to gain the most. There are 3 types of user of our hall. Business, Community and Parish.

## KEY POINTS

- **SPC** refers to Saintfield Parish Church and **User** refers to ANY Business, Community or Parish organisation, its leadership and people involved.
- The use of the Parish Hall complex by SPC at times will need to take priority over external bookings, but reasonable notice will be given to accommodate all.
- SPC will consider all applications for the use of the hall complex in line with our community funding and commitment.
- Persons under the age of 18 are not permitted to hire the Hall Complex.

## HALL COMPLEX FIRE PROCEDURES

1. The user shall be present in the Hall complex area at all times during the period for which they have asked for the premises.
2. The user must familiarise him/herself with the location of the first aid kit, the fire extinguishers, alarm points and the fire escape routes. They are responsible for ensuring that these remain unblocked and accessible at all times.
3. Free access must be maintained through all doors at all times and fire doors must not be wedged open.
4. In the event of a fire alarm, the user is responsible for ensuring that the premises are safely and entirely evacuated within two and a half minutes. Registers must be used for head counts.

The fire assembly points are in the hall carpark. It is the user's responsibility to make their guests aware of the fire evacuation procedures and, if appropriate, to carry out regular fire practices of at least one per term.

## HALL COMPLEX TIMES, ACCIDENTS AND NON PERMISSABLES.

1. Smoking is not permitted anywhere on the premises nor the consumption of alcohol.
2. The activity for which the hall is being used must cease by the time it was contracted to end. All activities must finish by 10pm. A further 30 minutes will be allowed for clearing up, checking and locking up.
3. All accidents and near-miss incidents and any use of the first aid kit must be recorded in the accident book provided before the user leaves the premises.
4. The kitchen is for the sole use of preparing food and no other activity.

## HALL COMPLEX CLEARING AND CLEANING

At the end of the period/ activity, the user is responsible for checking that:

1. Everyone has left the premises including the toilets;
2. Turning off all lights, heaters, taps, dishwasher and ovens;
3. The surfaces and floor brushed and cleaned especially in the Kitchen;
4. Bins emptied;
5. Any furniture and equipment put back neatly;
6. All tables and chairs must be returned to their appropriate storage area;
7. Perimeter doors are locked;
8. Windows closed before locking the hall complex door.

SPC reserves the right to require reimbursement from any user for repairs or additional cleaning after an activity that has left the Hall complex below standard or items broken.

## AUTHORITY

1. No activity is permitted in the Hall Complex which could reasonably bring SPC into disrepute or to damage relations with the local community.
2. The Vicar, Sexton, Churchwardens of SPC reserve the right to enter any part of the Hall during any activity (but in accordance with Child Protection) to address any concerns that have been reported. They have the ultimate right to cease all activity of any group immediately and the user asked to vacate as is reasonably possible.
3. In the event of a user having to cease early through disregarding our procedures, the full fee for the period will not be refunded.

4. SPC will need proof of all insurance for each year before any activity will be allowed.
5. SPC will accept no responsibility for any loss or damage to any property of the user and its members while on the premises.
6. The user will notify SPC immediately of any defect in the building, furniture or equipment.
7. Users who work with children must provide their approved Child Protection and Safeguarding policy protocols and sign each year that their leadership is compliant with Access NI. If any incident occurs, it may be necessary to inform our Safeguarding Trust team to let them be aware in case we become involved.

## DONATIONS FOR THE HALL COMPLEX – Week Commencing 4<sup>th</sup> March.

	<u>Hall</u>	<u>Woodrow</u>	<u>Upper Area (All)</u>
COMMUNITY USER Per Hour ( <i>discounted</i> )	£12.50	£12.50	£12.50
BUSINESS USER Per Hour	£15.00	£12.50	£12.50

These donations will be reviewed typically every September each year.

### NECESSARY CONTACTS

VICAR	Chris Pollock 07519668747
SEXTON	Ian Gordon
OFFICE	Sally Milligan 02897 519653 Tues - Thurs 8.30am -2.00pm Friday 8.30am - 12.30pm
SAFEGUARDING TRUST	Kate Beattie 07703 258 228